

TRAFFIC DEVICES TECHNICIAN SUPERVISOR

DEFINITION

To plan, organize, supervise and participate the installation, inspection, maintenance, repair and modification of the city's traffic signals and street lighting; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Supervisor level recognizes positions that perform full, first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates and are responsible for a program area within a work unit or department

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Senior Civil Engineer.

Exercise direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Plan, assign, supervise and review the work of staff involved in installation, inspection, maintenance, repair and modification of the city's traffic signals and street lighting.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods work of staff engaged in the inspection, installation, repair, maintenance and modification of a wide variety of electronic, electrical and electro-mechanical equipment including traffic control devices, control systems, street lighting and other electrical systems; implement policies and procedures.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications; monitor and control expenditure.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Oversee the work of contracts and review inspection

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Instruct crew in work procedure and safe work practices.

Trouble shoots equipment problems.

Estimate and secures tools, materials and equipments required for assigned jobs; monitor work progress at worksite; direct corrections and modifications as appropriated.

Locate underground services

Review work orders and inspect sites where work is to be performed; estimate time, cost, labor, equipment and material needs; assign personnel and order necessary equipment and materials; discuss job details with subordinates to ensure conformity with work orders and specifications.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Operate City vehicles skillfully and safely.

Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of electrical and electronic theory including analog and digital solid state devices.

Equipment, tools and materials used in electrical and electronic installation, maintenance, testing, and repair work.

Principles and practices of supervision, training and performance evaluations.

Principles of budget monitoring.

Pertinent local, State and Federal laws, ordinances and rules.

Safe work methods and safety regulations pertaining to the work, including safety requirements for working along streets.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Organize, implement and direct traffic signal and streetlight maintenance activities.

Read and interpret schematics, blueprints, plans and specifications.

Supervise, train and evaluate assigned staff.

Compile and maintain records and files.

Train, motivate, and evaluate assigned staff.

Operate tools and equipment skillfully and safely.

Keep work related records and prepare reports using a computer.

Operate City vehicles observing legal and defensive driving practices.

Make sound judgments and decision within established guidelines.

Respond to emergency situations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible journey level experience in the installation, inspection, maintenance, repair and modification of traffic signals and street lighting electronic repair and including one year of supervisory or lead responsibility.

Training:

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Equivalent to the completion of the twelfth grade supplemented by college course work in electronics or a related field.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit, stand, bend, climb ladders (up to 30 feet), stoop, kneel, crouch, crawl and twist for varying periods in the course of work; use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder; lift or carry objects weighing up to 100 pounds with assistance or equipment; work in a bucket up to 40 feet in the air; to communicate with co-workers using a two-way radio and hand signals; use telephone, and write or use a keyboard to communicate through written means; see in the normal vision range with or without correction to read computer screen, blueprints, and drafting plans; hear in the normal range with or without correction.

WORK ENVIRONMENT:

Work is performed indoors and outdoors; when indoors in an office environment in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level; when outdoors, is with exposure to a variety of weather conditions; fieldwork requires working occasionally at unprotected heights around moving tools.

4/03